

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: July 6, 2010

CALATERS LETTER # 10-004

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: LISA CROWE, Chief  
Personnel/Payroll Services Division

RE: CalATERS 2010-2011 FISCAL YEAR ACTIVITIES

As of Thursday, July 1, 2010, CalATERS resumed the process of extracting forms for payment as stated in CalATERS Letter 10-002. This will include forms approved by department accounting staff after 5:00 PM June 22 through June 30, 2010.

Since a 2010-2011 Budget has not been approved and signed yet, the following procedures will apply:

- Department accounting office technician (DAOT) staff will need to review the "trip" tab on all CalATERS expense reimbursement forms to ensure that the expenses incurred are prior to July 1, 2010. Currently, the profile attached to claims includes the 2009-2010 fiscal year appropriation. Therefore, approval of forms containing reimbursement for expenses after June 30, 2010, will result in the claim to be charged against the 2009-2010 fiscal year budget. **Departments will be required to process fund corrections, outside of CalATERS, for such claims.**
- For expense reimbursement forms that include expenses incurred after June 30, 2010, the DAOT staff has the discretion to either return the form to the employee or apply specialized account coding after the budget has been approved. However, if an employee profile uses a continuous fund, then those forms can be submitted and audited/approved by DAOT for payment.
  - DAOT can return the form to the employee with instructions to delete the form and create a new form after CalATERS staff has confirmed that the applicable files (calprofile, calaccount, and calxref) have been loaded to reflect the new budget year accounting information; or
  - DAOT can leave the form in the workpool until the budget is passed, CalATERS staff has loaded the above referenced files, then apply specialized account coding to charge to the new fiscal year.

#### **Required File Loads after the Budget is Signed**

In previous years CalATERS staff created applicable files (calprofile, calxref, and calaccount) for some agencies to assist with modifying data in CalATERS to reflect new budget year accounting information. Files were created using data that existed in the CalATERS calprofile, calxref, and calaccount files. This service will once again be offered to those departments who are interested. Only the following fields will be modified through this service:

Fiscal year (Year of Statute);  
Chapter; and  
Detailed account coding (when applicable).

If your department is interested in this service, please send an email to the CalATERS Help Desk at [calaters@sco.ca.gov](mailto:calaters@sco.ca.gov) by no later than July 9, 2010. **Please note: Departments with profiles that contain continuous funds are not included in this service thus are required to submit files loads edits promptly after the budget is signed.** For departments who request to have CalATERS staff update their files, an updated calprofile will be provided to departments within two weeks after the budget is signed. Although this file will contain updated budget information, there is still a need for departments to review the calprofile file to ensure that it reflects current department employees.

If you have questions, please contact the CalATERS Help Desk and reference this CalATERS letter.